

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/06/2017		2. CONTRACT NO. (If any) EP-W-17-003		6. SHIP TO: a. NAME OF CONSIGNEE Office of Emergency Management	
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO. PR-OLEM-17-00142			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA William Jefferson Clinton Bldg 1200 Pennsylvania Avenue, N.W. Mail Code: c. CITY Washington d. STATE DC e. ZIP CODE 20004	
7. TO: CATE GARRIS				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
b. COMPANY NAME				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE					
d. CITY CHANTILLY		e. STATE VA		f. ZIP CODE 20151	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Office of Emergency Management	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 The terms and conditions of contract EP-W-17-003 are hereby incorporated by reference. Services rendered under this task order are for severable services. This is a time-and-materials task order and is Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO: a. NAME RTP Finance Center						
	b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts				17(i) GRAND TOTAL
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF

AMERICA BY (Signature)

04/06/2017

Meghan T. Thomas

ELECTRONIC
SIGNATURE

23. NAME (Typed)

Meghan Thomas

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
04/06/2017	EP-W-17-003	0003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>subject to the Limitation of Cost and Limitation of Funds clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work and the contractor's proposal dated 03/14/2017.</p> <p>The task order base period of performance is 04/06/2017 through 04/05/2018. The Government may extend the period of performance of this task order for up to two additional one year options not to exceed 04/05/2020 for the amounts specified in the contractor's proposal dated 03/14/2017.</p> <p>The task order base period ceiling is \$153,104.00, which the contractor is not authorized to exceed. The contractor exceeds this amount at its own risk. The task order is incrementally funded in the amount of \$100,000.00.</p> <p>TOCOR: BOLIVEIR</p> <p>Admin Office:</p> <p>SRRPOD</p> <p>US Environmental Protection Agency</p> <p>William Jefferson Clinton Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3805R</p> <p>Washington DC 20460</p> <p>Accounting Info:</p> <p>17-T-D3P-303D72-2505-HQ00BM00-17D3P17009-001</p> <p>BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303D72 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 17D3P17009-001</p> <p>Period of Performance: 04/06/2017 to 04/05/2018</p>					
0001	<p>Task Order 0003 Base Period Ceiling and Funding</p> <p>Contract EP-W-17-003</p> <p>New Task Order: Contingency Planning and Preparedness Activities Support for the Preparedness and Response Operations Division (PROD)</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
04/06/2017

CONTRACT NO.
EP-W-17-003

ORDER NO.
0003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	Task Order 0003 Option Period 1 Ceiling and Funding Contract EP-W-17-003 New Task Order: Contingency Planning and Preparedness Activities Support for the Preparedness and Response Operations Division (PROD) (Option Line Item) 04/05/2018				211,381.00	
0003	Task Order 0003 Option Period 2 Ceiling and Funding Contract EP-W-17-003 New Task Order: Contingency Planning and Preparedness Activities Support for the Preparedness and Response Operations Division (PROD) (Option Line Item) 04/05/2019				211,891.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$423,272.00

OFFICE OF EMERGENCY MANAGEMENT REGULATION, EVALUATION AND TECHNICAL SUPPORT

CONTRACT: EP-W-17-003
TASK ORDER: 0003
TASK ORDER TITLE: Contingency Planning and Preparedness Activities Support for the Preparedness and Response Operations Division (PROD)

STATEMENT OF WORK

I. BACKGROUND

Annex II of the 1983 La Paz agreement establishes cooperative measures for preparing and responding to oil and hazardous substance incidents along the 2,000 mile Mexico-United States (U.S.) inland border. The La Paz Agreement also requires a Joint Contingency Plan (JCP) which was developed in 1988, signed in 1999, updated and finalized on September 2008. The 2008 Mexico-U.S. JCP currently undergoing revisions, has provided the foundation for the 15 Sister City Binational Emergency Response Plans that have been developed over the last several years. The Emergency Preparedness and Response Border-Wide Workgroup (BWWG) was created to coordinate and implement Border 2020's Goal #4 and its four (4) objectives.

The BWWG is co-chaired by U.S. EPA's Office of Emergency Management (OEM), Mexico's Procuraduría Federal de Protección al Ambiente (PROFEPA-Office of the Federal Attorney General for Environmental Protection), and the Secretaría de Gobernación, Dirección General de Protección Civil (Mexico's Office of Civil Protection). The U.S. Joint Response Team (JRT), another La Paz Agreement requirement, is also co-chaired by Mexico's PROFEPA, Protección Civil, and U.S. EPA's OEM. Additional JRT partners include representatives from other U.S. and Mexican federal agencies, including state, Tribal and local offices responsible for emergency prevention, preparedness, and response in the border area. The BWWG essentially functions as the steering committee of the Joint Response Team (JRT).

OEM also has a bilateral cooperative program to protect human health and the environment along the U.S-Canada border. The extensive border and the considerable and diverse geography of the ecosystems shared by the two countries requires close cooperation among many U.S. states, Canadian provinces, U.S. tribes, First Nations, and local and federal governments. Many of the activities described under Task 1, are spearheaded by OEM and EPA's regional offices, state and local governments including Native American tribes. One of these many collaborative initiatives is the Canada-US Joint Inland Pollution Contingency Plan (JICP) and its' Regional Annexes, which provide for a cooperative mechanism for preparedness for, and response to, polluting incidents that cause, or may cause, damage to the environment along the inland boundary, or may constitute a threat to public safety, security, health, welfare, or property. The extensive border (over 4,000 miles), the considerable and diverse geography of the ecosystems shared by the two countries, requires close cooperation among many U.S. states, Canadian provinces, U.S. tribes, First Nations, and local and federal governments.

As an active member of the U.S-Mexico BWWG and the U.S Co-chair of the U.S-Canada International Joint Advisory Team, OEM is the lead on several work projects on emergency preparedness and response and cross border activities.

II. SCOPE

The purpose of this Task Order is to provide contractor support for national area contingency planning

and preparedness activities of the Office of Emergency Management Preparedness and Response Operations Division. The contractor shall provide support with the US-Mexico and Canada-US boarder projects, objectives, and related activities. Work to be performed under this Task Order aligns with the following Task Area(s) of the contract Statement of Work: Task Area 3 Meeting and Conference Support, Task Area 4 Training Support, and Task Area 5 Communications and Outreach Support

III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be 04/05/2017 through April 05, 2018. The Government has the option to extend the effective period of this task order for two (2) one-year option periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	To:	From:
Base Period	04/05/2017	04/04/2018
Option Period I	04/05/2018	04/04/2019
Option Period II	04/05/2019	04/04/2020

IV. TASKS

Task 1: Review, Evaluate, Research, Update Border Guidance Materials;

- The Contractor shall provide technical support for guidance or documents related to oil and/or hazardous substances, and/or other planning and preparedness hazards, including but not limited to changes and/or revisions to the Mexico-U.S. Joint Contingency Plan (JCP), including the Appendices. In addition, provide support to revisions and updates to the Canada-U.S. Joint Inland Pollution Contingency Plan and its Regional Annexes, and other guidance related materials.
- The Contractor shall assist in developing and/or drafting various documents relating to cross border issues and other relevant materials. In addition, update and/or revise EPA's list of emergency response vehicles and personnel for cross border purposes and/or other transboundary issues. Continue to provide support in assisting EPA OEM and regional offices working with organizations (state, and local emergency responders), on pilot projects regarding insurance coverage that will protect them when crossing the border into Mexico or Canada, to assist in responding to hazardous material incidents or releases. Support drafting and/or reviewing guidance or responses to comments, other notices, briefing materials, fact sheets on technical issues, workgroup meeting notes, technical summaries of meetings, analyses requested by the workgroup, status reports, data summaries and analyses, conference papers, issue papers, guidance development schedules and tracking devices and special presentations as identified in meetings with the TOCOR. Final guidance shall be written by EPA.
- The Contractor shall translate draft guidance, memos and other documents into the Spanish language as directed by the TOCOR. The contractor shall ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language.

Task 2: Support to the Area Contingency Planning (ACP) Projects and Workgroup

Background:

The passage of the Oil Pollution Act of 1990 (OPA) established Area Committees comprised of members from qualified personnel of Federal, State, and local agencies. According to OPA, each Area Committee, under the direction of the Federal On-Scene Coordinator for its area, was directed to (i) prepare its area, the Area Contingency Plan (ACP); (ii) work with State and local officials to enhance the contingency planning of those officials and to assure preplanning of joint response efforts, including appropriate procedures for mechanical recovery, dispersal, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife; and (iii) work with State and local officials to expedite decisions for the use of dispersants and other mitigating substances and devices. OPA further stated that each Area Committee was directed to prepare an ACP. OPA mandated that Facility Response Plans (FRP) and Vessel Response Plans (VRPs) must be consistent with the requirements of the National Contingency Plan and Area Contingency Plans. In 1992, the EPA published a Federal Register Notice in which the EPA Administrator fulfilled the OPA mandate to create Area Committees for the Inland Zone and designated the 13 individual Regional Response Teams as the initial Area Committees. Currently EPA Regions work with 14 areas and 62 subareas to convene Area Committees comprised of federal, state, and local government agencies to prepare ACPs.

OEM's Strategic Plan for the Oil Program has set Area Planning as one of five priorities for the oil program. The Strategic Plan has specifically directed that the EPA regional offices "Participate with sister agencies and regulated community through Area Committee meetings, training, RRT, NRT, and exercises to develop area planning strategies to address high-risk areas." The key objective of Area Contingency Planning Strategic Plan Workgroup is to develop a work plan for an area planning strategy addressing high-risk areas. This effort is being implemented by the existing National Inland Area Contingency Planning Workgroup (Inland ACP Workgroup). The TOCOR is one of the Co-chairs for this workgroup.

The Contractor shall work with EPA to coordinate and provide support activities relating to ACP Workgroup quarterly webinars, conf. calls, drafting/reviewing action items and key issues; update/review documents and/or other guidance materials. In addition, develop and/or draft documents based on regulatory and/or guidance requirements, objectives, and recent activities. Revise and update strategic work plans, revise and/or update the ACP Handbook, other guidance documents and provide support for meetings and/or webinars.

Task 3: Provide Planning, Coordination, Outreach and Support to Bi-National (U.S.-Mexico/Canada) Exercises:

Background:

EPA may be involved in the planning, coordination and outreach of activities involving support for the binational exercises (e.g.: testing the notification system) such as table tops and other exercises. These exercises may require technical assistance for EPA's participation including support in the development of scenarios, ICS roles and exercise injects; maintenance of exercise related materials, providing response support at appropriate locations and preparation of lessons learned, after action reports and any other supporting documentation.

Regarding the U.S.-Mexico JCP notification system, the Contractor shall also continue to assist in the

revisions and/or update this system within the JCP by providing support to notification drills. The Contractor shall design a short (one page) exercise scenarios to test the notification procedures in the U.S.-Mexico JCP for each of the US states along the border. The same scenario will be used for each state and will include an exercise of the notification procedures in the U.S.-Mexico JCP, which will identify issues and lessons learned.

The Contractor shall work with EPA to coordinate and provide support activities relating to the binational exercises, table top and other exercises, as needed. The exercises will involve players from EPA regional offices, Mexico, Canada and/or other federal agencies, state, and local emergency responders, industry representatives, foreign government representatives, and other government senior leaders.

The Contractor shall provide support and assistance to:

- Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises, including briefings, handbooks, some of which will need to be translated into Spanish;
- Assist with logistics and administrative support throughout the project period of performance;
- Draft training and briefing materials, and assisting in the facilitation of same, if required.
- Translate some of the above mentioned materials and/or other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language.

Task 4: Support for Conferences/Meetings/Events/Workshops:

Background: The Contract shall provide support and technical information, as they are involved in preparing for the following meetings: (Task 1) Planning/support for regional meetings, events and/or conference calls; (Task 2) Inland ACP Workgroup webinars and/or conf. calls; (Task 3) Exercise planning meetings, conf. calls and/or webinars; (Task 4) U.S.-Mexico and/or U.S.-Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls; Joint Response Team meetings and other meetings/conferences/Video teleconferences.

The Contractor shall conduct research and summarize technical information in preparation for meetings and conferences, webinars/conference calls and draft/review meeting/webinar materials. Contractor activities specific to each event are provided below:

- (1)** Support bi-national planning/coordinating/outreach/conference calls and/or meetings. The Contractor shall provide support to the EPA TOCOR in revising, drafting and/or preparing any meeting materials/documents; drafting/reviewing action items and key issues and/or provide translation assistance. The Contractor shall also be responsible for the following activities:
- a) Establish or verify meeting locations, schedules, and lodging information;
 - b) Provide logistical support for the meetings;
 - c) Draft or review meeting/webinar materials;
 - d) Coordinate invitation and track registration of participants.
 - e) Translate some of the above mentioned draft guidance, memos and other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level,

implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language.

(2) Provide support to the U.S.-Mexico and/or U.S.-Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls /webinars (TBD):

- This support shall include review and/or update of meeting materials, discussion documents, briefing booklets, and assist in translation/interpretation during bi-national conf. calls, based on discussions and materials from the TOCOR.

(3) Provide support for the U.S.-Mexico Joint Response Team meetings (TBD). The Contractor shall be responsible for the following activities:

- a) This support shall include drafting and/or review of meeting materials and other discussion documents;
- b) Establish or verify meeting locations, schedules, and lodging information;
- c) Provide logistical support for the meetings;
- d) Draft or review meeting/webinar materials;
- e) Coordinate invitation and track registration of participants.
- f) Translate some of the above mentioned draft guidance, memos and other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language.

(4) For each of the above meetings, the Contractor shall also:

- Establish/revise a mailing list of U.S. JRT representatives using the list developed for the last National Coordinators meeting and JRT meetings as well as additional information provided by the TOCOR.
- As requested by the TOCOR, provide facilitation and logistical support during these meetings, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, ensuring proper set up of the meeting room with headphones and name tags and plates for each participant, and ensuring simultaneous translation (Spanish/English); and
- Ensure that materials and/or other documents translated into the Spanish language will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language.

V. DELIVERABLES

The Contractor shall provide monthly progress reports to the TOCOR highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the direction of the TOCOR, deliverables shall be hard copy and/or in Microsoft Word, a spreadsheet program, a database program, and/or CD-ROM, camera ready copy with appropriate printing forms, as needed.

Special Deliverable Requirements:

In order to perform work under tasks 1, 3, and 4 satisfactorily, the contractor shall be proficient in reading, writing and speaking in Spanish. Various technical and non-technical documents will need to be translated into Spanish and the contractor shall have the capability to support such translations. A translator having knowledge of the U.S.-Mexico and U.S.-Canada border program as well as experience with other relevant activities relating to hazardous materials emergency preparedness and response is desirable.

<u>Deliverable</u>	<u>Time for Delivery</u>
<u>Task 1:</u> <ul style="list-style-type: none"> • Provide technical support for proposed guidance or documents for oil and/or hazardous substances, and/or other planning and preparedness hazards, including but not limited to guidance changes to the Mexico-U.S. Joint Contingency Plan (JCP) and/or Appendices and/or Canada-US Inland Pollution Joint Contingency Plan and/or Regional Annexes as well as other guidance materials. 	15 days after communication from the TOCOR. Any revisions shall be completed within 10 days of receiving comments from the TOCOR.
<ul style="list-style-type: none"> • Assist in developing and/or drafting various documents relating to cross border issues and other relevant materials. In addition, update and/or revise EPA's list of emergency response vehicles and personnel for cross border purposes. Continue to provide support in assisting EPA working with organizations (state, and local emergency responders), on pilot projects regarding insurance coverage that will protect them when crossing the border into Mexico or Canada, to assist in responding to hazardous material incidents or releases. • Support drafting/reviewing guidance or responses to comments, other notices, briefing materials, fact sheets on technical issues, workgroup meeting notes, technical summaries of meetings, analyses requested by the workgroup, status reports, data summaries and analyses, conference papers, issue papers, guidance development schedules and tracking devices and special presentations as identified in meetings with the TOCOR. Final guidance shall be written by EPA. 	15 days after communication from the TOCOR. Any revisions shall be completed within 10 days of receiving comments from the TOCOR.
<u>Task 2:</u> Provide support to Inland ACP conference calls; webinars, support for meetings by drafting key points and action items, briefings and/or conferences. Develop and/or draft documents based on regulatory and/or guidance requirements, objectives, and recent activities. Revise and update strategic work plans, revise and/or update the ACP Handbook, other guidance documents and provide support for meetings and/or conferences, draft briefings and/or presentations.	15 days after communication from the TOCOR. Any revisions shall be completed within 10 days of receiving comments from the TOCOR

<p>Task 3: Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises;; as necessary, provide feedback and/or review of drafted briefings, presentations, agendas, charters, some of which will need to be translated into Spanish; assist with logistics and administrative support; draft training and briefing materials, and assist in the facilitation of same, if required.</p>	<p>15 days after communication from the TOCOR. Any revisions shall be completed within 10 days of receiving comments from the TOCOR.</p>
<p>Task 4: The Contract shall provide support and technical information, as they are involved in preparing for the following meetings: (Task 1) Planning/support for regional meetings, events and/or conference calls; (Task 2) Inland ACP Workgroup webinars, conf. calls and Video Teleconferences; (Task 3) Exercise planning meetings, conf. calls and/or webinars; (Task 4) U.S.-Mexico and/or U.S.-Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls; Joint Response Team meetings and other meetings/conferences.</p>	<p>Support for meetings will be communicated in advance of two months or more for a Bi-National meeting/event and/or webinar.</p> <p>Deliverables will be due 15 days after communication from the TOCOR. Any revisions shall be completed within 10 days of receiving comments from the TOCOR.</p>

VI. POINT OF CONTACT

Task Order Contracting Officer Representative

Beatriz Oliveira
(202) 564-2080
Oliveira.Beatriz@epa.gov

VII. TERMS & CONDITIONS

TECHNICAL DIRECTION

Technical Direction

In accordance with contract clause EPAAR 1552.237-71–Technical Direction, only the Task Order Contracting Officer Representative (TOCOR) and Contracting Officer (CO) are authorized to provide technical direction during performance of this task order. Technical direction is binding on the contractor.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical direction must be within the scope of the contract and any task order there under. The TOCOR does not have the authority to issue technical direction which:

- (1) Requires additional work outside the scope of the contract or task order;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or task order;
- (4) Alters the period of performance of the contract or task order; or

(5) Changes any of the other express terms or conditions of the contract or task order.

If, in the contractor's opinion, any instruction or direction falls within any of the categories defined in paragraph (c) of the Technical Direction clause, the contractor shall not proceed but shall notify the CO in writing within 3 days after receiving it and shall request that the CO take appropriate action.

Technical Communication

Agency employees (other than the TOCOR or CO) such as a “technical lead”, may engage in technical communication with contractor employees, but are not authorized to give technical direction. Technical communication is the informal exchange of information between Federal employees and contractors. Such communications includes information exchanged on a broad range of topics such as, but not limited to: scientific information, research information or information technology. Technical communication is more general in nature than technical direction; it does not direct the contractor and is not binding on the contractor.

GOVERNMENT PRINTING

Performance under this task order calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70–Printing. Any printing or duplication called for under this task order in excess of those limits must be performed by EPA’s Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Task Order Contracting Officer’s Representative (TOCOR) on all printing or duplication to be completed by EPA’s Print Shop or the GPO.

TRAVEL

Performance under this task order requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA’s Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with the Department of Defense Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this task order.

EPA GREEN MEETINGS AND CONFERENCES (EPAAR 1552.223-71) (MAY 2007)

- (a) The mission of the EPA is to protect human health and the environment. We expect that all Agency meetings and conferences will be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose.
- (b) As a potential meeting or conference provider for EPA, we require information about environmentally preferable features and practices your facility will have in place for the EPA event described in the solicitation.
- (c) The following list is provided to assist you in identifying environmentally preferable measures and practices used by your facility. More information about EPA's Green Meetings initiative may be found on the Internet at <http://www.epa.gov/oppt/greenmeetings/>
Information about EPA voluntary partnerships may be found at <http://www.epa.gov/partners/index.htm>
 - (1) Do you have a recycling program? If so, please describe.
 - (2) Do you have a linen/towel reuse option that is communicated to guests?

- (3) Do guests have easy access to public transportation or shuttle services at your facility?
- (4) Are lights and air conditioning turned off when rooms are not in use? If so, how do you ensure this?
- (5) Do you provide bulk dispensers or reusable containers for beverages, food and condiments?
- (6) Do you provide reusable serving utensils, napkins and tablecloths when food and beverages are served?
- (7) Do you have an energy efficiency program? Please describe.
- (8) Do you have a water conservation program? Please describe.
- (9) Does your facility provide guests with paperless check-in & check-out?
- (10) Does your facility use recycled or recyclable products? Please describe.
- (11) Do you source food from local growers or take into account the growing practices of farmers that provide the food? Please describe.
- (12) Do you use biobased or biodegradable products, including bio-based cafeteria ware? Please describe.
- (13) Do you provide training to your employees on these green initiatives? Please describe.
- (14) What other environmental initiatives have you undertaken, including any environment-related certifications you possess, EPA voluntary partnerships in which you participate, support of a green suppliers network, or other initiatives? Include "Green Meeting" information in your quotation so that we may consider environmental preferability in selection of our meeting venue.